



POSITION DESCRIPTION – TRADESMAN LEVEL 1

Position Summary/ Key Responsibilities

The Electrician will be required to undertake the following duties:

1. Installation of the following cable/wiring support protection:
 - Aerial/catenary support
 - Cable trays/ladders
 - Metallic conduit
 - Non-metallic conduit
 - Trunking
 - Underground systems

2. Installation of the following power and control cabling:
 - Armoured cables
 - Fire performance cables (e.g. MIMS)
 - Signal cable (e.g. shielded inst cable)
 - Thermoplastic insulated cable
 - Thermoplastic sheathed flat cable
 - Thermoplastic sheathed circular cable

3. Installation of the following network communications cables:
 - Coaxial
 - Optical fibre
 - Structured (cat5/5+)
 - Patchcords
 - Telephone (cat3/4)

4. Installation and maintenance of the following apparatus:
 - Control devices
 - Heating
 - Lighting
 - Protection devices
 - Socket outlets
 - Switchboards
 - DC motors & controls
 - Single phase motors & controls
 - Synchronous motors & controls
 - Three phase motors & controls



5. Undertake the following testing procedures:
 - Continuity
 - Visual
 - Insulation
 - Polarity
 - Correct connections (e.g. Switching as intended)
 - Isolation
 - Loop Impedance
 - Calibration
 - Leakage
 - Load current
 - Performance characteristics
6. Maintain a personal manner and appearance that will bring credit on the company. Always work in a competent and neat manner.
7. Multi skill / cross skill and agree to work wherever required using full range of skills including semi-skilled work. If necessary, participate in a skills audit.
8. Accurate and prompt completion of the following paperwork
 - Job cards
 - Time sheets
 - Delivery docketts
 - Orders
 - Invoices
 - Supply authority prescribed form
 - Test and tags for portable appliances
 - Stock lists
 - Car log
 - Assist with apprentices and trainees keeping logbook up to date
9. Maintain a current and relevant driver's license and trade license.
10. Co-ordinate, motivate and control direct labour and assist administrative support personnel.
11. Work interstate and overseas if required. Unless the company is notified of exceptional circumstances.
12. Complete training if requested by the company.
13. Be available for afterhours call outs on a roster system.
14. Ability to work in organised work teams and contribute to the operation.
15. Observe the duty of fidelity towards the company and treat as confidentially all company information, data, etc.
16. Follow safe working practices and report possible safety hazards and "near misses" to management.
17. Strictly adhere to all relevant Australian Standards and Codes of Practices.
18. Strictly adhere to all company policies, procedures, instructions and directives.
19. Strictly adhere to company quality assurance and quality control requirements.
20. Strictly adhere to the Industry Grievance Procedures.



21. Assist in the reduction of waste materials, lost time and absenteeism.
22. Maintain good relationships with clients, fellow employees, field engineers, and inspectors.
23. Improve customer service with image and improved housekeeping.
24. Market additional services or products to customers.
25. Wear and maintain uniforms in good condition.
26. Wear protective clothing and equipment where appropriate.
27. Adopt a work ethic that will lead to increased productivity and keep all rework to an absolute minimum.
28. Keep in safe custody all the company's tools and equipment. Take all care when using the company's tools and equipment.
29. Remain competent in testing installations as well as CPR and LVR.
30. Remain proficient with AS3000, AS3012 and AS3008.
31. Participate in all programmes undertaken by the company.
32. Participate constructively in all toolbox meetings.

Qualifications

1. Essential
 - Queensland Electrical Workers Licence
 - Queensland Construction White Card
 - CPR with low voltage rescue
 - Aust. Communications Cabling Registration

Experience/ Abilities

1. Essential
 - Minimum of 3 years experience as a tradesperson on domestic and industrial and commercial service.
 - Complete all required paperwork.
 - Communicate information clearly.
 - Work in a team.
 - Demonstrate a professional approach to the workplace.
 - Execute work that is of a high standard.

2. Desirable
 - Ability to manage, co-ordinate, motivate and control direct labour.
 - Domestic installations experience.
 - Communications installation experience.
 - Hazardous locations experience.
 - PLC Experience.